

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008

Annual Plan for Fiscal Year 2004

NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICE

*Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2004 – 2008*

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PHA Plan Agency Identification

PHA Name: Housing Authority of the County of Marin

PHA Number: CA 052

PHA Fiscal Year Beginning: 01/2004

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations**

Board Resolution to Accompany the PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 2003, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
- Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
 - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the County of Marin
PHA Name

CA 052
PHA Number

Annett Rose

2003
Chair

October 21,

Original signed copy on file with the San Francisco HUD area office

**Certification by State or Local Official of PHA Plans Consistency
With the Consolidated Plan**

I Mark Riesenfeld the County Administrator certify that the Five Year and Annual PHA Plan of the Housing Authority of the County of Marin is consistent with the Consolidated Plan of Marin County, California prepared pursuant to 24 CFR Part 91.

MARK RIESENFELD

Date: October 21, 2003

Original Signature on file with HUD area office in San Francisco

**Certification for
A Drug-Free Workplace**

**U.S. Department of Housing
and Urban Development**

Applicant Name

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Low-Rent Public Housing Operating, Section 8 Housing Choice Voucher Program (PHSEP-close-out)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a. Publishing a statement notifying employees that the un-lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's work-place and specifying the actions that will be taken against employees for violation of such prohibition.</p> <p>b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace; (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p> <p>c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;</p> <p>d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her</p> | <p>conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p> <p>e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p> <p>f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

| | | |
|-----------------------|---------------------------------------------------------|-----------------------|
| Marin City | 429 Drake Avenue, Marin City, CA 94965 CA052001 | CF,PH, PHDEP Closeout |
| Venetia Oaks | 263 N. San Pedro Road, San Rafael, CA 94903 CA052002 | CF, PH |
| Homestead Terrace | 140 Linden Lane, Mill Valley, CA 94941 CA052003 | CF, PH |
| Casa Nova | 35 Carmel Drive, Novato, CA 94945 CA052004 | CF, PH |
| Golden Hinde | 5 Golden Hinde Boulevard, San Rafael, CA 94903 CA052006 | CF, PH |
| Kruger Pines | 47 N. Knoll Road, Mill Valley, CA 94941 CA052007 | CF, PH |
| Administrative Office | 4020 Civic Center Drive, San Rafael, CA 94903 | Section 8 |

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|-------------------------------------------------------------------------------|-----------------------------------------|
| Name of Authorized Official Title Janet Miller Schoder | Title Executive Director |
| Signature Original Signature on file with HUD area office in San Francisco | Date (mm/dd/yy) October 21, 2003 |

form HUD 50071 (3/98)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Federal Action: <div style="border: 1px solid black; display: inline-block; padding: 2px;">b</div> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance | 2. Status of Federal Action: <div style="border: 1px solid black; display: inline-block; padding: 2px;">a</div> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post award | 3. Report Type: <div style="border: 1px solid black; display: inline-block; padding: 2px;">a</div> <ul style="list-style-type: none"> a. initial filing b. material changes For Material Change Only: Year _____ quarter _____ Date of last repost _____ |
| 4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District , if known: VI | | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District , if known: |
| 6. Federal Department/Agency: U. S. Department of Housing and Urban Development | 7. Federal Program Name/Description: Capital Fund, Public Housing, Section 8 Housing Choice Voucher Program CFDA Number, if applicable: _____ | |
| 8. Federal Action Number <i>if known:</i> | 9. Award Amount , <i>if known:</i> \$ | |
| 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <div style="text-align: center;">NONE</div> | 11. b. Individuals Performing Services (including address if (if individual, last name, first name, MI): different from No. 10a) (last name, first name, MI): <div style="text-align: center;">NONE</div> | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | | |
| Signature: Original Signature on file with HUD area office in San Francisco Print Name: <u>Janet Miller Scholder</u> Title: <u>Executive Director</u> Telephone No. (415) 491-2533 Date: October 21, 2003 | | Authorized for Local Reproduction Standard Form LLL (Rev. 7-97) |
| Federal Use Only: | | |

**Certification of Payments
to Influence Federal Transactions**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Applicant Name:

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Public Housing Operating Subsidy, Section 8 Housing Choice voucher Program
(and PHDEP closeout from prior year)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information in the accompaniments herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|-------------------------------------------------------------------------------|---------------------------------|
| Name of Authorized Official Title Janet Miller Schoder | Title Executive Director |
| Signature Original signature on file with HUD area office in San Francisco | Date (mm/dd/yy) 10/21/03 |

form HUD 50071 (3/98)

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: ***To assist low to moderate income residents of Marin to secure and maintain high quality affordable housing.***

B. Goals

*The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.*

- ☒ PHA Goal: Maximize Affordable Housing Options in Marin
- ☒ Subgoal 1.1 Fully Utilize Section 8 and Public Housing
- 5 Year: Achieve 100% lease-up rate annually in Section 8 and 95% lease up rate in public housing as measured at fiscal year end. 1st Year: Achieve 100% lease-up rate in Section 8 and 95% lease up in public housing
 - 5 Year: Expand Assistline capability to provide housing search assistance to disabled and hard-to-house Section 8 Voucher-holders with one-to-one assistance projected at 100 clients over 5 years. 1st Year: Assist 20 Section 8 Voucher holders to locate and successfully lease affordable housing.
- ☒ Subgoal 1.2 Preserve existing affordable housing stock

- 5 Year: Perform housing quality inspections (HQS) on 100% of Section 8 and public housing units annually as measured at year-end. 1st Year: Perform HQS inspections on 100% of Section 8 and public housing units.
- 5 Year: Maintain Countywide funding annually for the Residential Rehabilitation Loan Program and continue outreach through local jurisdictions and appropriate social service agencies. 1st Year: Obtain Year 2004-2005 CDBG funding for the program and continue outreach.
- 5 Year: Provide 100 rehabilitation loans to low-income homeowners and support the rehabilitation of nonprofit group homes with special populations over the five years. 1st Year: Undertake 20 single-family rehabilitation loan projects averaging \$20,000 per home and one group home at \$25,000 for a total volume of \$400,000 per year.



Subgoal 1.3: Prevent Homelessness:

- 5 Year: Prevent homelessness by providing loans and guarantees for security deposits and back rent to 300 families through the Rental Deposit Guarantee Program during the five year period. 1st Year: Provide loans and guarantees to 60 families.
- 5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program. 1st Year: Provide RMR shallow subsidies to 60 elderly or disabled households.
- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a base total of 100 formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program and add 5 new clients each year for a total of 125 by Year 2008. 1st Year: Provide Shelter Plus Care Vouchers and services to 115 formerly homeless individuals with severe psychiatric disabilities. Continue to provide supportive services to assist participants in maintaining their housing.
- 5 Year: Prevent homelessness by providing permanent affordable housing to 250 new Section 8 households and 200 new public housing households between 2004-2008. 1st Year: Provide permanent affordable housing to 30 new Section 8 households and 42 new public housing households during FY 2004.

- 5 Year: Provide rental assistance to 45 individuals with HIV and AIDS through HOPWA. 1st Year: Provide rental assistance to 45 individuals with HIV and AIDS in FY 2004.
- Provide Information and Referral (I&R), service coordination, case management and community-building activities to 243 tenants per year in public housing through the Resident Support Program. 1st Year: Provide services to 200 tenants through the year 2004.



Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain current portfolio of 304 homes for low and moderate -income first time homebuyers through the Below Market Rate (BMR) Sales Program. Add new properties as developments are planned and built, implementing unique priorities adopted by each local jurisdiction; and re-sell existing BMR units to eligible households when offered for sale. Sell homes to 25 new first-time homebuyers during the five-year period. 1st Year: Maintain current portfolio and add 5 new first-time homeowners through new home sales and through re-sales of BMR units.
- 5 Year: Provide Section 8 Homeownership Vouchers and assist up to 10 participants over the five-year period. 1st Year: Enroll at least 2 participants in the Section 8 Homeownership Program.
- 5 Year: Seek tax-exempt bond allocations each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 100 MCC's for first-time homebuyers over the 5 year period. 1st Year: Obtain additional tax exempt bond allocation from CDLAC. Issue 20 MCC's at an average of \$30,000 for \$600,000 in MCC tax credit allocation and approximately \$3.4 million in first mortgage money.



Subgoal 1.5: Increase Access to Housing Opportunities by Increasing Tenant Incomes

- 5 Year: Increase access to housing opportunities by assisting at least 25 public housing residents and 100 Section 8 participants each year to achieve their individual self-sufficiency goals. 1st Year: Assist 30 public housing residents and 120 Section 8 participants to achieve contracted goals through FSS.
- 5 Year: Continue to increase the number of new persons by an average of 10 per year to a total of at least 50 new participants with escrow accounts. 1st Year: Increase the number of new participants with an escrow account by ten.

- ☒ PHA goal: Enhance Services to Clients, Business Partners and the Community at Large through delivery of efficient and responsive programs.
Objectives:

☒ Subgoal 2.1: Demystify services through enhanced communication

- 5 Year: Over 5 years, respond to 25,000 callers, an average of 5,000 callers per year. 1st Year: Respond to 5,000 Housing Assistline calls in FY 2004.
- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate an average of 10 briefings per year with a total of 125 clients oriented per year for 2004 - 2008. 1st Year: Anticipate 6 briefings that orient 100 clients.
- 5 Year: Produce an annual letter on MHA activity specifically tailored to each local jurisdiction, cities and the County. Solicit feedback from local jurisdictions on usefulness of information. 1st Year: During first 6 months of 2004, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction. (10 jurisdictions)
- 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including capital improvement planning and implementation, safety and security, policy changes, maintenance and general operations. Assist with tenant counsel elections. 1st Year: Sponsor or participate in 10 open forums or meetings.
- 5 Year: Sponsor and/or participate in 10 agency-wide Senior/Disabled resident meetings to provide program and procedural updates or engage tenants in capital improvement or policy planning and implementation. 1st Year: Sponsor and/or participate in two agency-wide Senior/Disabled tenant meetings.

☒ Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

- 5 Year: Develop and implement tools to obtain easy and immediate feedback from clients and landlords on MHA services. Incorporate client satisfaction tools into each major transaction. Review client feedback and self-correct. Develop and maintain two feedback surveys per year, or ten surveys during 2004 – 2008. 1st Year: Design and implement two user-friendly surveys to obtain feedback from clients.

☒ Subgoal 2.3: Streamline external procedures

- 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords. Work with landlords on using the vacancy “hotline” telephone connection to advertise for tenants. 1st Year: Continue to evaluate entire process for interfacing with Section 8 landlords to identify those areas where clear and simple procedures would have immediate impact on the business relationship. Review the process for setting up a direct deposit system for owner to receive HAP checks.



Subgoal 2.4: Streamline internal procedures and systems

- 5 Year: In 2004 – 2008, solicit input from residents as to what procedures or practices are confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from different systems. 1st Year: Solicit input from public housing residents as to what procedures or practices are confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in the Senior/Disabled complexes. Publish in the residents monthly newsletters various procedures and practices that are discussed with residents.
- 5 Year: Review and update as necessary the Section 8 Administrative Plan and the public housing Occupancy Policy on an annual basis. 1st Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2004.
- 5 Year: Review tenant files for completeness and where there are missing or incomplete documents make all necessary adjustments and corrections. Develop and utilize checklists for certifying transactions to insure all necessary verifications are secured with at least a 98% accuracy rate. Insure that 100% of participants’ and residents’ files and transactions are certified for accuracy and completeness prior to finalization. Review verification procedures for all aspects of eligibility determinations and surveys process for rent reasonableness comparables, and utility allowance schedules to insure they are in compliance with MHA and HUD policies and regulations. 1st Year: Perform internal SEMAP/RIM audit of Section 8 and Public Housing files for accuracy in file maintenance, documentation and rent calculation. Have the compliance manager review as many as 15% of the files for accuracy, completeness and compliance with MHA and HUD policies and regulations the first year, 10% of all files the second year, and at least 5% of all files every year thereafter. Train staff for consistency, accuracy and compliance. Set up an internal audit system and implement at least one staff training session each month to review procedures dealing with eligibility and file maintenance.

☒ Subgoal 2.5: Update Section 504 Assessment and Implementation Plan

- 5 Year: Review and update the agency's Section 504 Assessment and Implementation Plan. (This addresses accessibility for disabled individuals to agency programs and properties.) Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st Year: Review and update the Section 504 Assessment and Implementation Plan. Perform a complete review of all properties for 504 compliance. Prepare a comprehensive list of any repair work or alterations required and develop a timeline for completion.

☒ PHA Goal: Continue to build collaborations with other agencies, local jurisdictions and the private sector

Objectives:

- 5 Year: Develop formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA. 1st Year: Convene at least one meeting in FY 2004. Identify key resources and barriers and develop strategy for engaging the participation of new landlords and retaining partnerships with existing landlords.
- 5 Year: Maintain and expand leadership role in changing and/or creating new policies and strategies for the delivery of affordable housing and related services in the County of Marin. Analyze gaps in the housing supply and delivery systems and, through a collaboration of key county agencies and the Marin Community Foundation, develop a concrete strategy for maximizing affordable housing opportunities. Continue to position Marin to maximize funding opportunities to address specific housing needs. 1st Year: Actively continue formalized working relationship among MHA, the County Dept. of Health & Human Services, the Marin Community Foundation and the Marin County Community Development Agency to develop a coordinated strategy for the delivery of affordable housing and related services in Marin. Through auspices of the Housing Strategist position monitor and revise strategies as appropriate and meet specific goals and objectives as set forth in the work plan.
- 5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Management Corporation, the County Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing Stars, and the Marin City public housing residents to sustain the fight against drugs and violent crime in Marin City. Prepare strategies and specific goals to reduce drug-related crime for inclusion in the annual and 5-year plans. Convene the PHDEP Working Committee at least 15 times over the 5 year period. 1st Year: Continue collaboration as established under PHDEP despite cutbacks in funding.

- 5 Year: The HAT project is a state-funded multi-disciplinary service team for disabled residents living in Marin Housing's public housing complexes. The team will provide wrap-around case management services to 260 unduplicated disabled residents.
1st Year: Enroll 100 unduplicated disabled tenants in intensive wrap-around case management services.
- 5 Year: Provide primary health services through the HAT project's RN to 300 unduplicated disabled tenants.
1st Year: Provide primary health services through HAT project's RN to 100 unduplicated disabled tenants.
- 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services. Attend 50 Housing Council, 50 Service Committee and 50 Continuum Board meetings in the 5-year period.
1st Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2004 and host Continuum projects.

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**
- ☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The MHA administers Section 8 and public housing programs as well as residential rehabilitation, loan programs, various homeownership programs and several programs that provide supportive services to special needs groups. The Section 8 housing is located throughout the County and the public housing is located in six (6) complexes, of which one, Marin City, is a general occupancy complex.

As part of the Agency Plan process, the MHA and its Board of Commissioners, with input from the Resident Advisory Board, has identified three (3) major goals. Each of these broad goals consists of several practical sub-goals designed to help the MHA meet its targets over the next five (5) years. The three main goals are:

- 1) Maximize Affordable Housing Options in Marin
- 2) Enhance Services to Clients, Business Partners and the Community at Large
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector

The Agency Plan covers the following components:

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Agency Operations & Management
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Public Housing Designation Listing
10. Conversion of Public Housing to Tenant-Based Assistance
11. Homeownership

12. Community Service & Family Self-Sufficiency Programs
13. Safety & Crime Prevention Measures
14. Pets
15. Audit
16. Asset Management Statement
17. Resident Advisory Board Comments
18. Required Certifications

The major challenges facing Marin County are:

- An inadequate supply of vouchers to help meet the need for affordable housing in Marin therefore, making it necessary to be creative in creating more affordable housing stock.
- An aging rental stock.
- Changing demographics and the needs of tenants and program participants that increasingly extend beyond the need for shelter.

This Plan attempts to address these issues. MHA is dedicated to working in a collaborative structure with other agencies in the County to create solutions for the very low income population of Marin County.

The MHA has worked closely with the County of Marin in completing an accurate picture of the needs of the County, based on the County's Consolidated Plan. In addition, the MHA is an active member in the Marin County Continuum of Housing and Services and is involved in many programs throughout its jurisdiction, including Shelter Plus Care, HOPWA, Residential Rehabilitation Loan Program, inclusionary zoning, Mortgage Credit Certificates, and others.

Section 8 and public housing tenant selection, admissions and occupancy policies are reviewed and updated as need on an annual basis. Each of these updates go through a public process, are reviewed by the Resident Advisory Board, and approved by HUD.

As part of the Agency Plan process, the MHA appointed a Resident Advisory Board, including recipients of Section 8 assistance. The Resident Advisory Board held four (4) meetings to review and comment on components of the Agency Plan. The Advisory Board's comments are included in the final Plan. The comments of the Resident Advisory Board are located in the Attachments, under the Section titled Resident Comments.

The Board of Commissioners approved the Section 8 Homeownership Program in May 2002. MHA staff has met with Fannie Mae and several lending institutions and has set up a system for securing loans for participants. Two new Section 8 homeowners were enrolled in 2003. MHA operates Self-Sufficiency programs in both Section 8 and public housing.

MHA has created a pet policy that allows pets in general occupancy units. This policy is in compliance with both HUD and California State requirements. The Pet Policy was submitted with the 2003 Agency Plan, has been approved by HUD and is on file with the Agency.

MHA undertook an analysis to assess the viability of the conversion of Marin City Family Public Housing to Tenant-Based Assistance and found such a conversion infeasible. This assessment was included in the 2003 agency plan which has been approved by HUD and is on file with the Agency.

Financial constraints, staffing, technology constraints all continue to have an effect on the choices the MHA must make in order to fulfill its mission. The Capital Fund and other grant sources are important to the MHA in order for it to have funding to carry out its mission to create a safe and livable environment for all tenants and residents. The loss of PHDEP funding is expected to adversely affect our progress in addressing crime and drugs in Marin City.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration/Deconcentration Policy (Section 3)
- ☒ FY 2004 Capital Fund Program Annual Statement (Included with Component 7, beginning on page 36)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments), (Section 7)
- ☐ Voluntary Conversion Initial Assessments, (Submitted with FY 2003 Agency Plan and on file with Marin Housing Authority)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2004 Capital Fund Program 5 Year Action Plan, page 35
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards, Attachment 7, page 86
- ☒ Other (List below, providing each attachment name)
 - Community Service Policy (Section 4, page 78)
 - Homeownership Program (Section 5, page 82)
 - Progress Report: 2003 Annual Plan Goals (Section 6, page 83)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those | 5 Year and Annual Plans |

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the <i>2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | N/A, no CIAP |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for | N/A |

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | development of public housing | |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Voluntary Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention PIC Submittal |
| X | The most recent fiscal year audit of the PHA | Annual Plan: Annual Audit |

| List of Supporting Documents Available for Review | | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| X | Other supporting documents (optional) (list individually; use as many lines as necessary) <i>Site-based Section 8 Voucher Policy</i> | Annual Plan: Site-Based Voucher |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|-----------------------------------------------------------------|----------|---------------------|--------|---------|--------------------|--------------------|----------|
| Family Type | Overall | Afford- -ability | Supply | Quality | Access -ability | <i>Size</i> | Location |
| Income <= 30% of AMI | 11,654* | 5 | 5 | 4 | 3 | 3 | 4 |
| Income >30% but <=50% of AMI | 10,519 | 5 | 5 | 4 | 3 | 3 | 3 |
| Income >50% but <80% of AMI | 16,638 | 5 | 5 | 4 | 2 | 3 | 3 |
| Elderly | 21,514 | 5 | 5 | 4 | 3 | 2 | 2 |
| Families with Disabilities | 31,660** | | | | | | |
| White | 90,066 | N/A | N/A | N/A | N/A | N/A | N/A |
| Black | 1,575 | N/A | N/A | N/A | N/A | N/A | N/A |
| Hispanic | 6,252 | N/A | N/A | N/A | N/A | N/A | N/A |
| American In. | 247 | N/A | N/A | N/A | N/A | N/A | N/A |
| Asian/Pacific Is. | 3,986 | N/A | N/A | N/A | N/A | N/A | N/A |

*Numbers reflect households, not individuals

** Civilian and non-institutionalized individuals 5 years and over – 1 or more disability item imputed.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2003-2004
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List | | | |
|--------------------------------------------------------------------------------------------------|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/sub-jurisdiction: Public Housing Combined List; | | | |
| <i>Elderly/Disabled Complexes and Marin City Family Complex</i> | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1,289 | | 70 households |
| Extremely low income <=30% AMI | 988 | 81% | |
| Very low income (>30% but <=50% AMI) | 219 | 18% | |
| Low income (>50% but <80% AMI) | 12 | 1% | |
| Other singles | 212 | 16% | |
| Elderly families | 197 | 15% | |
| Families with Disabilities | 383 | 30% | |
| Families with children | 497 | 39% | |

| Housing Needs of Families on the Waiting List | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|
| White | 746 | 58% | |
| Black | 442 | 34% | |
| Hispanic | 159 | 12% | |
| American Indian | 25 | 2% | |
| Asian/Pacific Is. | 75 | 6% | |
| Other | 0 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | 679 | 56% | |
| 1BR | 106 | 9% | |
| 2 BR | 299 | 25% | |
| 3 BR | 135 | 10% | |
| 4 BR | 0 | | |
| 5 BR | 0 | | |
| 5+ BR | 0 | | |
| <p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Open only for 2 and 3 bedroom applicants and for applicants who require a handicap-accessible unit.</p> | | | |

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

| Housing Needs of Families on the Waiting List | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|--------------------------------------------------------------------------------|
| Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| June, 2003 | # of families | % of total families | Annual Turnover |
| Waiting list total | 2,624 | | Portable move-in = 23 New admissions = 60 Transfers = 175 Total = 258 |
| Extremely low income <=30% AMI | 2,170 | 83% | |

| Housing Needs of Families on the Waiting List | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|--|
| Very low income (>30% but <=50% AMI) | 454 | 17% | |
| Low income (>50% but <80% AMI) | 0 | 0 | |
| Families with children | 1116 | 43% | |
| Elderly families | 327 | 12% | |
| Families with Disabilities | 656 | 25% | |
| Other: Singles | 525 | 20% | |
| White | 1659 | 63% | |
| Black | 780 | 30% | |
| Hispanic | 312 | 12% | |
| American In. | 43 | 2% | |
| Asian/Pacific Is. | 140 | 5% | |
| Other | 0 | 0 | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | | | |
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| <p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 6/13/02</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> | | | |

- Waiting list data not available by income breakdown. Analysis of certified and/or eligible households shows that 83% of eligible households are extremely low income and 17% are very low income.

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Please see Goals section for more specific annual implementation strategies for the MHA 5-Year Plan

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below) **See Goals**

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below) **See Goals**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) ***Work with Area on Aging to identify affordable housing opportunities; Implement Information and Referral Service for Seniors; Apply for ROSS***

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below) ***Provide enriched services to disabled clients in public housing through the Housing Assistance Team funded by the State of California; Shelter Plus Care; HOPWA***

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

See Section on Goals

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| Financial Resources: Planned Sources and Uses | | |
|---------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------|
| Sources | Planned \$ (estimate) | Planned Uses |
| 1. Federal Grants (FY 2003 grants) | | |
| a) Public Housing Operating Fund | 1,022,465 | |
| b) Public Housing Capital Fund | 767,550 | |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 29,025,595 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | -0- | |
| g) Resident Opportunity and Self-Sufficiency Grants | 100,000 | Pending Funding of Grant |
| h) Community Development Block Grant | 16,000 173,600 | Section 8 Housing Advocacy Residential Rehab Loans Admin. |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| j) Shelter Plus Care | 1,002,942 | Rental Assistance for Mentally Ill |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 1,456,335 | Public Housing Operations |
| | | |
| 4. Other income (list below) | | |
| Interest and Investments | 19,500 | Section 8 & Public Housing Operations |
| Excess Utilities | 20,000 | M.C. Public Housing Operations |
| 5. Non-federal sources | 429,109 | Housing Assistance Team for case mgmt. Services to disabled residents |
| CA Dept. of Mental Health | | |
| Total resources | 34,033,096 | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☒ When families are within a certain number of being offered a unit:
5—10, depending on bedroom size
- ☐ When families are within a certain time of being offered a unit:
- ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)
- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? ***None***
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA.

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA
(e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)

As part of the MHA's deconcentration plan

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5))
Submitted with 2002 FY plan on file with MHA

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s) ***Graduate of transitional housing program***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Lottery System

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability (4)
- ☒ Veterans and veterans' families (4)
- ☒ Residents who live and/or work in the jurisdiction (1)
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes (2)
- ☒ Other preference(s) (list below)
Graduates of Transitional Housing program (3)

3. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☒ Other source (list): ***Marin City Resident Management Corporation, social service agencies and drug rehab centers are all trained to give some basic information on rules of occupancy***

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing (Also see Attachments)

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted?
(select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.
If selected, list targeted developments below:
☐ Employing new admission preferences at targeted developments. If selected, list targeted developments below:
☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d. was yes, how would you describe these changes? (select all that apply)

- ☒ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☒ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts—***MHA has only one family complex. MHA will allow transfers between public housing and Section 8 to achieve goals to the extent that Section 8 Vouchers are available.***
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to Complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until Completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)
Non-payment of rent, damages and record of tenancy

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Where the family is actively seeking housing and is unable to find a qualifying unit or as an accommodation to a large family. Also as a reasonable accommodation to a disabled family, where the disability impedes ability to search and in cases where the family was unable to search due to verifiable medical or family emergency.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5))
Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☒ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

Graduates of transitional housing

Participants need for supportive housing services

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families (4)
- ☒ Residents who live and/or work in your jurisdiction (1)
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes (2)
- ☒ Other preference(s) (list below)

Graduates of Transitional Housing (3)

Participants need for supportive housing (3)

- 4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
 - ☐ Date and time of application
 - ☒ Drawing (lottery) or other random choice technique
- 5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
 - ☒ This preference has previously been reviewed and approved by HUD
 - ☐ The PHA requests approval for this preference through this PHA Plan
- 6. Relationship of preferences to income targeting requirements: (select one)
 - ☐ The PHA applies preferences within income tiers
 - ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
 - ☒ The Section 8 Administrative Plan
 - ☒ Briefing sessions and written materials
 - ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
 - ☒ Through published notices
 - ☒ Other (list below)
 - Send letters and/or flyers to a comprehensive list of social service agencies***

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☒ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
☐ Yes but only for some developments
☒ No – Ceiling Rents no longer applicable – See Flat Rents

2. For which kinds of developments are ceiling rents in place? (select all that apply) Not applicable

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
Does not apply

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100
- ☐ Other (list below)

g. ☒ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to Complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until Completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR

- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☒ Reflects market or sub-market
- ☐ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) The MHA uses the federally required hardship exemptions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to Complete this section. Section 8 only PHAs must Complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---------------------------------------------------------------------|-------------------------------------------------------------------|-------------------|
| Public Housing | 490 | 70 |
| Section 8 Vouchers | 2,236 | 20 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Shelter Plus Care - 58 Housing for Person Living with HIV - 45 | 10 12 |
| Public Housing Drug Elimination Program (PHDEP) | Terminated 3/31/03 | |
| Other Federal Programs (list individually) | R.O.S.S. - 250 | Rotating Clients |
| CDBG | Section 8 Advocacy - 120 | N/A |

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Continued Occupancy Policy, including Rent Collection Policy
 - Personnel Policy
 - Procurement Policy
 - Records Disposition
 - Schedule of Maintenance Charges
 - Maintenance Operations Manual, including Prevention and Eradication of Pest Infestation
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Injury and Illness Prevention Program
 - Risk Management Prevention & Remediation
 - Emergency Action Plan
- (2) Section 8 Management: (list below)
 - Administrative Plan
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Injury and Illness Prevention Program
 - Emergency Action Plan
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Shelter + Care Policy Manual

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to Complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?
If yes, list additions to federal requirements below:
2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

Marin City Public Housing Office

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?
If yes, list additions to federal requirements below: ***These are contained in Chapter 19, Complaints, Grievances and Appeals, Section 8 Administrative Plan.***
2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
 - ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must Complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be Completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR** at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement for FFY 2004 (CA 39 P05250104) is provided on page 37. (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Also: Following the 2004 Annual Statement are Annual Statements/Performance and Evaluation

Reports for the following active grants:

Comp Grant CA 39P05250100 (2000) - pages 40-42

Comp Grant CA 39P05250101 (2001) - pages 43-47

Comp Grant CA 39P05250102 (2002) - pages 48-50 (Emergency Loan)

Comp Grant CA 39P05250202 (2002) – pages 51-56

The 5- year Plan Begins on page 57

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number
CA 39P05250104

FFY of Grant Approval: 2004

X Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|-----------------|-----------------------------------------------------------|-----------------------------|
| 1. | Total Non-CGP Funds | |
| 2. | 1406 Operations | |
| 3. | 1408 Management Improvements | |
| 4. | 1410 Administration | \$76,550 |
| 5. | 1411 Audit | |
| 6. | 1415 Liquidated Damages | |
| 7. | 1430 Fees and Costs | \$20,075 |
| 8. | 1440 Site Acquisition | |
| 9. | 1450 Site Improvement | \$25,000 |
| 10. | 1460 Dwelling Structures | \$645,925 |
| 11. | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12. | 1470 Non-dwelling Structures | |
| 13. | 1475 Non-dwelling Equipment | |
| 14. | 1485 Demolition | |
| 15. | 1490 Replacement Reserve | |
| 16. | 1492 Moving to Work Demonstration | |
| 17. | 1495.1 Relocation Costs | |
| 18. | 1498 Mod Used for Development | |
| 19. | 1502 Contingency | |
| 20. | Amount of Annual Grant (Sum of lines 2-19) | \$767,550 |
| 21. | Amount of line 20 Related to LBP Activities | |
| 22. | Amount of line 20 Related to Section 504 Compliance | |
| 23. | Amount of line 20 Related to Security | |
| 24. | Amount of line 20 Related to Energy Conservation Measures | |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------|
| CA39P052001 Marin City | Repairs to Landscaping & Irrigation System | 1450 | 5,000 |
| | Repair broken water distribution system Lines in ground. | 1450 | 5,000 |
| | Repair broken concrete sidewalks & stairs. | 1450 | 5,000 |
| | Interior/Exterior Painting Improvements (including application of steel coating material at 4 high-rise buildings) | 1460 | 60,000 |
| | Replace Kitchen Cabinets in Low-Rise Apts. | 1460 | 20,000 |
| | Partial Funding of Concrete Repairs & Improvements for 89/99/409/419 High-Rise Buildings. (At this time the total projected cost of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.) | 1460 | 360,925 |
| CA39P052002 Venetia Oaks | Partial Funding to Continue building repairs. (wall insulation, siding repairs, painting; gutters, and roofing.) | 1460 | 20,000 |
| CA39P052003 Homestead Terrace | Partial Funding to begin building repairs. (wall insulation, siding repairs, painting, and community building.) | 1460 | 155,000 |
| PHA Wide 052 Agency Wide | Clerical/Procurement | 1410.1 | 14,000 |
| | Modernization Coordinator | 1410.1 | 27,000 |
| | Contract Administrator | 1410.2 | 35,550 |
| | Architectural & Engineering Fees for Repairs to Kruger Pines and Venetia Oaks (Plus building permit fees) | 1430 | 20,075 |
| | Repairs to Landscaping & Irrigation system at Elderly/Disabled Complexes. | 1450 | 10,000 |
| | Painting Improvements at Elderly/Disabled Complexes. | 1460 | 30,000 |

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--------------------------------------------------|----------------------------------------------|---------------------------------------------|
| CA39PO52001 Marin City | 3/31/06 | 9/30/07 |
| CA39PO52002 Venetia Oaks | 3/31/06 | 9/30/07 |
| CA39PO52003 Homestead Terrace | 3/31/06 | 9/30/07 |
| PHA Wide 052 Agency Wide | 3/31/06 | 9/30/07 |

| Annual Statement/Performance and Evaluation Report | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------|-----------|-------------------|-------------------------------------|
| Capital Fund Program (CFP) | | Part I: Summary | | | |
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250100</u> | | | Federal FY of Grant: <u>2000</u> |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 4) | | | | | |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report 6/30/03 | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 55,183 | 55,183 | 55,183 | 55,183 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 40,000 | 38,237 | 38,237 | 37,237 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 1,078,105 | 1,079,868 | 1,079,868 | 1,079,868 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 1-19) | 1,173,288 | 1,173,288 | 1,173,288 | 1,173,288 |
| | Amount of line 20 Related to LBP Activities | 0 | 0 | 0 | 0 |
| | Amount of line 20 Related to Section 504 compliance | 0 | 0 | 0 | 0 |
| | Amount of line 20 Related to Security –Soft Costs | 0 | 0 | 0 | 0 |
| | Amount of Line 20 related to Security-- Hard Costs | 0 | 0 | 0 | 0 |
| | Collateralization Expenses or Debt Service | 0 | 0 | 0 | 0 |
| | Amount of Line 20 Related to Energy Conversation | 0 | 0 | 0 | 0 |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| | | | | | | | | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------|----------------|----------------------|---------------------------------------------------|-------------------|------------------|-------------------------------------------------------------------------------------------|
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250100</u> Revision No. 4 | | | | Federal FY of Grant: <u>2000</u> | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| CA39PO52001 Marin City | Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive | | 1460 | 2 Bldg. | 1,078,105 | 1,079,868 | 1,079,868 | 1,079,868 | Work Complete. (Portion of Phase II of Alten Contract.) |
| | Fees for On-Site Inspector— Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive | | 1430.1 | 2 Bldg. | 40,000 | 38,237 | 38,237 | 38,237 | Work Complete. (Contract with Triple H Construction Inspection Services.) |
| | | | | | | | | | |
| PHA Wide 052 Agency Wide | Clerical/Procurement | | 1410.1 | | 2,000 | 2,000 | 2,000 | 2,000 | Work Complete |
| | Contract Administrator | | 1401.2 | | 53,183 | 53,183 | 53,183 | 53,183 | Work Complete |
| | | | | | | | | | |

| Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP) | | | | | | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------|---------------------------------------------|----------|-------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Part III: Implementation Schedule | | | | | | | |
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program No: CA39P05250100 Revision No. 4 | | | | Federal FY of Grant: 2000 | | |
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates | | |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 03/31/02 | | 03/31/02 | 09/30/03 | | 03/31/03 | HUD Funding Allocation Notification letter Received by Marin Housing on July 3, 2000. |
| PHA Wide 052 | 03/31/02 | | 09/30/00 | 09/30/03 | | 06/30/02 | ACC Executed by HUD on September 19, 2000. |
| | | | | | | | |
| | | | | | | | HUD established the "Commencement Date" as 9/30/00. |
| | | | | | | | "Benchmarks" for Obligating funds is 18 months and for Expending funds is 3 years from the HUD established "Commencement Date". |
| | | | | | | | |
| | | | | | | | However, the PHA did not have access to the funds in LOCCS until late November 2000. |

| Annual Statement/Performance and Evaluation Report Part I: Summary | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------|-------------------|-------------------------------------|
| Capital Fund Program (CFP) | | | | | |
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u> | | | Federal FY of Grant: <u>2001</u> |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 5) | | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/03 <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | 56,659 | 56,859 | 56,859 | 42,858 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 120,000 | 119,942 | 119,942 | 119,942 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 181,519 | 181,219 | 181,219 | 181,034 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 150,498 | 12,480 | 12,480 | 12,480 |
| 10 | 1460 Dwelling Structures | 545,740 | 486,045 | 486,045 | 212,515 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | 149,087 | 346,958 | 346,958 | 341,022 |
| 18 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 1-19) | 1,203,503 | 1,203,503 | 1,203,503 | 909,850 |
| 21 | Amount of line 20 Related to Section 504 compliance | 0 | 0 | 0 | 0 |
| 22 | Amount of line 20 Related to LBP Activities | 0 | 0 | 0 | 0 |
| 23 | Amount of line 20 Related to Security --Soft Costs | 0 | 0 | 0 | 0 |
| 24 | Amount of Line 20 related to Security-- Hard Costs | 0 | 0 | 0 | 0 |
| 25 | Amount of line 20 Related to Energy Conservation Measures Collateralization Expenses or Debt Service | 0 | 0 | 0 | 0 |

Signature of Executive Director:

Signature of Public Housing Director

Janet Miller Schoder

October 22, 2003

Joyce L. Lee

Date _____

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: CA39P05250101 Revision No. 5 | | | | Federal FY of Grant: 2001 | | |
|----------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-------------------------------------|----------|-----------------------------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39PO52001 Marin City | Drug Prevention and Counseling | 1408 | | 8,548 | 3,347 | 3,347 | 97 | Work Underway |
| | Resident Employment & Training | 1408 | | 16,513 | 16,317 | 16,317 | 8,857 | Work Underway |
| | Resident Management | 1408 | | 6,598 | 6,598 | 6,598 | 6,598 | Work Underway |
| | A&E Fees for Spalling Concrete repairs at High-Rise Buildings | 1430.1 | | 181,519 | 181,219 | 181,219 | 181,034 | Work Underway (Concrete Science, Kodama, AME) |
| | Repair Yard Fences & Gates | 1450 | | 16,000 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Tree trimming & landscape improvements | 1450 | | 11,592 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Repair, repave, & restripe 100 & 200 Drake Parking Lots | 1450 | 2 Lots | 55,000 | 698 | 698 | 698 | Remainder Moved to 2003 CFP |
| | Repairs to irrigation system | 1450 | | 8,604 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Install new development signage | 1450 | 28 Bldgs. | 13,560 | 0 | 0 | 0 | Moved to 2002 & 203 CFP |
| | Repair to attic firewalls of low-rise buildings | 1460 | 20 Bldgs. | 13,995 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Interior cyclical painting | 1460 | 20 Apts. | 19,389 | 17,352 | 17,352 | 17,352 | Work completed |
| | Spalling concrete repairs at High-Rise buildings 69/79 Cole Drive | 1460 | 2 Bldgs. | 182,963 | 170,166 | 170,166 | 84,313 | Work completed (Alten Phase II concrete repairs) |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u> <u>Revision No. 5</u> | | | | Federal FY of Grant: <u>2001</u> | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------|---------------------------------------------------|----------|-----------------------------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| | | | | | | | | |
| | Spalling concrete repairs at High-Rise buildings 89/99 Cole Drive & 409/419 Drake | 1460 | 4 Bldgs. | 124,701 | 100,063 | 100,063 | 6,701 | Work Completed (Alten Phase II concrete repairs) |
| | Fire Safety at High-Rise Buildings | 1460 | 8 Bldgs. | 0 | 1,741 | 1,741 | 1,741 | Remainder Moved to 2002 CFP |
| | New Lighting at High- Rise Buildings 89/99/409/419 | 1460 | 4 Bldgs. | 0 | 19,016 | 19,016 | 10,329 | Work Underway |
| | | | | | | | | |
| CA39PO52002 Venetia Oaks | Install wall insulation | 1460 | 12 Bldgs. | 9,365 | 1,350 | 1,350 | 1,350 | Work Completed |
| | Emergency siding repairs | 1460 | 12 Bldgs. | 42,950 | 42,950 | 42,950 | 42,950 | Work Completed |
| | | | | | | | | |
| CA39PO52003 Homestead Terrace | Install Wall Insulation | 1460 | 4 Bldgs. | 6,955 | 2,450 | 2,450 | 2,450 | Work Completed |
| | Resurface deck walking surfaces | 1460 | 4 Bldgs. | 850 | 850 | 850 | 850 | Remainder Moved to 2003 CFP |
| | | | | | | | | |
| CA39PO52006 Golden Hinde | Replace site lighting Fixtures | 1450 | | 2,284 | 2,284 | 2,284 | 2,284 | Remainder Moved to 2003 CFP |
| | Replace flat portions of roofing | 1460 | 6 Bldgs. | 83,841 | 83,899 | 83,899 | 3,581 | Work Completed |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u> Revision No. 5 | | | | | Federal FY of Grant: <u>2001</u> | | |
|----------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------|----------|----------------------|---------|-------------------------------------|----------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| | Emergency Sewer Repairs in Floor Slab | | 1460 | 1 Apt. | 8,844 | 7,508 | 7,580 | 7,508 | Work Completed |
| | | | | | | | | | |
| CA39PO52007 Kruger Pines | Emergency elevator pit repairs | | 1460 | 1 Bldg. | 15,504 | 15,805 | 15,805 | 15,805 | Work Competed |
| PHA Wide 052 Agency Wide | Service Coordinator | | 1408 | | 10,394 | 10,394 | 10,394 | 10,394 | Work Completed |
| | Procurement Coordinator | | 1408 | | 14,606 | 20,203 | 20,203 | 16,913 | Work Underway |
| | Clerical | | 1410.1 | | 11,000 | 11,077 | 11,077 | 11,077 | Work Completed |
| | Modernization Coordinator | | 1410.2 | | 41,000 | 35,366 | 35,366 | 35,366 | Work Completed |
| | Contract Administrator | | 1410.2 | | 68,000 | 73,498 | 73,498 | 73,498 | Work Completed |
| | Tree trimming & landscape improvements | | 1450 | | 14,776 | 1,990 | 1,990 | 1,990 | Moved to 2003 CFP |
| | Irrigation systems improvements | | 1450 | | 19,838 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Electrical improvements | | 1460 | | 5,055 | 1,180 | 1,180 | 1,180 | Work Completed |
| | Interior cyclical painting at elderly/disabled complexes | | 1460 | | 40,172 | 29,222 | 29,222 | 23,912 | Work Underway |

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

Part III: Implementation Schedule

| | | | | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------|-----------------|---------------------------------------------|---------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program No: <u>CA39P05250101</u> Revision No. 5 | | | | | Federal FY of Grant: <u>2001</u> | |
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates | |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 12/31/02 | | 11/30/02 | 06/30/04 | | | HUD Funding Allocation Notification letter Received by Marin Housing on April 9, 2001. |
| CA39PO52002 Venetia Oaks | 12/31/02 | | 11/30/02 | 06/30/04 | | | ACC executed by PHA on April 12, 2001 |
| CA39PO52003 Homestead Terrace | 12/31/02 | | 11/30/02 | 06/30/04 | | | HUD established the "Commencement Date" as 6/30/01 |
| CA39PO52004 Casa Nova | 12/31/02 | | 11/30/02 | 6/30/04 | | 11/30/02 | "Benchmarks" for Obligating funds is 18 months and for Expending funds is 3 years from the HUD established "Commencement Date". |
| CA39PO52006 Golden Hinde | 12/31/02 | | 11/30/02 | 06/30/04 | | | |
| CA39PO52007 Kruger Pines | 12/31/02 | | 11/30/02 | 06/30/04 | | 11/30/02 | "Benchmarks" for Obligating funds is 18 months and for Expending funds is 3 years from the HUD established "Commencement Date". |
| PHA Wide 052 | 12/31/02 | | 03/31/02 | 06/30/04 | | | |

Annual Statement/Performance and Evaluation Report

Capital Fund Program (CFP)

Part I: Summary

| | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u> | Federal FY of Grant: <u>2002</u> |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|

☐ Original Annual Statement ☒ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)

☐ Performance and Evaluation Report for Period Ending: ☒ Final Performance and Evaluation Report for Period Ending 6/30/03

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|-----------------------------------------------------|----------------------|---------|-------------------|-------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | \$1,500,000 | | \$1,500,000 | \$1,500,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 1-19) | \$1,500,000 | | \$1,500,000 | \$1,500,000 |
| | Amount of line 20 Related to LBP Activities | 0 | | 0 | 0 |
| | Amount of line 20 Related to Section 504 compliance | 0 | | 0 | 0 |
| | Amount of line 20 Related to Security –Soft Costs | 0 | | 0 | 0 |
| | Amount of Line 20 related to Security-- Hard Costs | 0 | | 0 | 0 |

Annual Statement/Performance and Evaluation Report

Capital Fund Program (CFP)

Part I: Summary

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u> | | | Federal FY of Grant: <u>2002</u> | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|--|-------------------|--------------------------------------------|--|
| <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | | |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report for Period Ending 6/30/03 | | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | | |
| | Amount of line 20 Related to Energy Conservation Measures | 0 | | 0 | 0 | |
| | Collateralization Expenses or Debt Service | 0 | | 0 | 0 | |
| | | | | | | |

Signature of Executive Director:

Signature of Public Housing Director

 Janet Miller Schoder October 22, 2003

 Joyce L. Lee Date _____

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| | | | | | | | | | |
|----------------------------------------------------------|------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------|----------|----------------------|---------|-------------------------------------|-------------|-----------------------------------------------------------------------------|
| PHA Name: Housing Authority of the County of Marin | | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u> | | | | Federal FY of Grant: <u>2002</u> | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| CA39PO52001 Marin City | Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive (Phase II) | | 1460 | 2 Bldg. | \$1,500,000 | | \$1,500,000 | \$1,500,000 | Work Complete (Portion of Alten Contract for Phase II work.) |

**Annual Statement/ Performance and Evaluation Report
Capital Fund Program (CFP)**

PART III Implementation Schedule

| PHA Name: Housing Authority of the County of Marin | | | Grant Type and Number Capital Fund Program No: <u>CA39PO5250102</u> | | | Federal FY of Grant: <u>2002</u> | |
|----------------------------------------------------------------------|---------------------------------------------|---------|--------------------------------------------------------------------------------------|---------------------------------------------|---------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development Number Name/HA – Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Date |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 12/31/02 | | 03/31/02 | 03/31/03 | | 09/30/02 | Note that these funds were obligated & expended on Change Orders to our Contract with Alten Construction dated 05/02/00. ACC for CFP 5001-02 signed by Marin Housing on 02/15/02 and by HUD on 03/04/02. |
| | | | | | | | |
| | | | | | | | Assume “Commencement Date” of March 31,2002. Since these are Emergency Loan funds, the “Benchmark” for Obligating funds is 9 months and for Expending funds is 1 year from the “Commencement Date”. |

| Annual Statement/Performance and Evaluation Report | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------|-----------------|-------------------|-------------------------------------|
| Capital Fund Program (CFP) | | | Part I: Summary | | |
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250202</u> | | | Federal FY of Grant: <u>2002</u> |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No. 2) | | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/03 <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | 0 | 21,000 | 21,000 | 0 |
| 4 | 1410 Administration | 76,000 | 96,000 | 96,000 | 33,710 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 81,688 | 47,688 | 27,688 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 259,372 | 62,002 | 59,622 | 10,122 |
| 10 | 1460 Dwelling Structures | 445,165 | 628,050 | 184,153 | 12,616 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | 102,515 | 110,000 | 110,000 | 99,895 |
| 18 | 1499 Development Activities | | | | |
| 19 | Collectivization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 1-19) | 964,740 | 964,740 | 498,463 | 156,344 |
| 22 | Amount of line 20 Related to Section 504 compliance | 0 | | 0 | 0 |
| 23 | Amount of line 20 Related to LBP Activities | 0 | | 0 | 0 |
| 24 | Amount of line 20 Related to Security --Soft Costs | 0 | | 0 | 0 |
| 25 | Amount of Line 20 related to Security-- Hard Costs | 0 | | 0 | 0 |
| 26 | Collateralization Expenses or Debt Service | 0 | | 0 | 0 |

Signature of Executive Director:

Signature of Public Housing Director

Janet Miller Schoder

October 22, 2003

Joyce L. Lee

Date _____

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 2 | | | | Federal FY of Grant: 2002 | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-------------------------------------|----------|---------------------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39PO52001 Marin City | Law Enforcement | 1408 | | 0 | 1500 | 1500 | 0 | Work underway |
| | Architectural & Engineering fees for repairs to 89/99/409/419 High-Rise buildings (plus building permit fees) | 1430 | 4 Bldgs. | 36,613 | 30,613 | 20,613 | 0 | Work Underway on Exterior Repairs Documents |
| | Repair broken water distribution system lines in ground | 1450 | | 25,000 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Rebuild Low-Rise fences & replace gates | 1450 | 28 bldgs. | 90,000 | 38,000 | 38,000 | 0 | Moved to 2003 CFP |
| | Repair broken concrete sidewalks & stairs | 1450 | | 14,000 | 267 | 267 | 267 | Moved to 2003 CFP |
| | Repairs to landscaping & irrigation system | 1450 | | 35,000 | 0 | 0 | 0 | Moved to 2003 CFP |
| | Site Development Signs | 1450 | | 0 | 2,380 | 0 | 0 | Moved to 2003 CFP |
| | Repair High-Rise Security Screens | 1460 | | 0 | 3,897 | 0 | 0 | Planning |
| | New Lighting at 89/99/409/419 High-Rise Buildings | 1460 | 4 Bldgs | 0 | 88,086 | 88,086 | 0 | Work Underway |
| | Repair Concrete Panels at 89/99/409/419 High-Rise Buildings | 1460 | 4 Bldgs | 0 | 50,000 | 25,000 | 0 | Work Underway |
| | Screens for Ground Level Sliding Glass Doors | 1460 | 8 Bldgs | 0 | 5,000 | 0 | 0 | Planning |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 2 | | | | Federal FY of Grant: 2002 | | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-------------------------------------|----------|--------------------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| | Interior/Exterior painting improvements (including application of coating material for concrete rebar at front walkways of 4 High-Rise buildings 89/99/409/419 | 1460 | | 65,000 | 27,037 | 27,037 | 7,724 | Work Underway (Hired 2 new painters) |
| | Partial funding of concrete repairs & improvements for 49/59/69/79 Cole Drive High-Rise buildings. | 1460 | 4 Bldgs. | 0 | 20,500 | 20,500 | 0 | Work Underway (Phase II of Alten Contract) |
| | Partial funding of concrete repairs & improvements for 89/99/409/419 Cole Drive High-Rise buildings. (At this time, the total projected costs of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.) | 1460 | 4 Bldgs. | 0 | 250,000 | 0 | 0 | Planning for exterior Repairs Underway |
| | Temporary relocation for work at High-Rise buildings 69/79 Cole Drive | 1495.1 | 2 Bldgs. | 102,515 | 110,000 | 110,000 | 99,895 | Work Underway |
| CA39P052002 Venetia Oaks | Repair Patio Fencing | 1450 | 12 Bldgs. | 11,500 | 11,500 | 11,500 | 0 | Planning |
| | Replace Roofing & Gutters/Downspouts | 1460 | 12 Bldgs. | 0 | 150,000 | 0 | 0 | Planning for Exterior Repairs Underway |
| CA39P052003 | Resurface Deck Walking | 1460 | 4 Bldgs. | 9,150 | 0 | 0 | 0 | Moved to 2003 CFP |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: CA39P05250202 Revision No. 2 | | | | Federal FY of Grant: 2002 | | | |
|----------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-------------------------------------|----------|--------------------------------|--|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work | |
| | | | | Original | Revised | Obligated | Expended | | |
| Homestead Terrace | Surfaces | | | | | | | | |
| CA39PO52004 Casa Nova | Replace Site Lighting Fixtures | 1450 | | 30,000 | 0 | 0 | 0 | Moved to 2003 CFP | |
| | Replace Roofing Tiles & Flashing | 1460 | | 3,000 | 0 | 0 | 0 | Moved to 2003 CFP | |
| CA39PO52006 Golden Hinde | Replace Site Lighting Fixtures | 1450 | | 22,716 | 0 | 0 | 0 | Moved to 2003 CFP | |
| | Emergency Sewer Repairs in Floor Slab of Apartment | 1450 | 1 Apt. | 6,156 | 0 | 0 | 0 | Moved to 2001 CFP | |
| | Replace Water Heater Doors | 1460 | 12 Bldgs. | 15,000 | 15,000 | 5,000 | 0 | Planning | |
| CA39PO52003 Kruger Pines | Partial funding to Complete dry rot & settling repairs | 1460 | 1 Bldgs. | 318,015 | 2,580 | 2,580 | 2,580 | Remainder Moved to 2003 CFP | |
| PHA Wide 052 Agency Wide | Service Coordination - Elderly | 1408 | | 0 | 7,500 | 7,500 | 0 | Work Underway | |
| | Procurement Coordinator | 1408 | | 0 | 12,000, | 12,000 | 0 | Work Underway | |
| | Clerical | 1410.1 | | 16,000 | 12,500 | 12,500 | 4,678 | Work Underway | |
| | Modernization Coordinator | 1410.2 | | 25,000 | 32,500 | 32,500 | 9,769 | Work Underway | |
| | Contract Administrator | 1410.2 | | 35,000 | 51,000 | 51,000 | 19,264 | Work Underway | |
| | Repairs to landscaping & Irrigation system at elderly/disabled complexes | 1450 | | 25,000 | 9,855 | 9,855 | 9,855 | Work Completed | |
| | Painting improvements at elderly/disabled complexes | 1460 | | 35,000 | 15,950 | 15,950 | 2,312 | Work Underway | |

**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

| | | | | | | | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------|----------------------|---------|---------------------------------------------------|----------|---------------------------------------------------|
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250202</u> Revision No. 2 | | | | Federal FY of Grant: <u>2002</u> | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| | Architectural & Engineering fees for Repairs to Kruger Pines & Venetia Oaks (Plus Bldg. Permit Fees | 1430 | | 45,075 | 17,075 | 7,075 | 0 | Work Underway on Exterior Repairs Documents |

| Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP) | | | | | | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------|-----------------|---------------------------------------------|---------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Part III: Implementation Schedule | | | | | | | |
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program No: CA39P05250202 Revision No. 2 | | | | | Federal FY of Grant: <u>2002</u> | |
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates | |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 12/31/03 | | | 06/30/05 | | | Effective Date is May 31, 2002. Acc executed by HUD on 6/13/02. |
| CA39PO52002 Venetia Oaks | 12/31/03 | | | 06/30/05 | | | "Benchmark" for Obligating funds is 18 months from the end of quarter of "Effective Date" (6/30/02) |
| CA39PO52003 Homestead Terrace | 12/31/03 | | 06/30/03 | 06/30/05 | | 06/30/03 | "Benchmark" for Expending funds is 3 years from the end of quarter of "Effective Date" (6/30/02) |
| CA39PO52004 Casa Nova | 12/31/03 | | 06/30/03 | 06/30/05 | | 06/30/03 | |
| CA39PO52006 Golden Hinde | 12/31/03 | | | 06/30/05 | | | |
| CA39PO52007 Kruger Pines | 12/31/03 | | 06/30/03 | 06/30/05 | | 06/30/03 | |
| PHA Wide 052 Agency Wide | 12/31/03 | | | 06/30/05 | | | |

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be Completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here) pages 61-63.

Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name <div style="text-align: center; font-weight: bold; margin-top: 5px;">Housing Authority of the County of Marin</div> | | | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: | |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Development Number/Name/HA- Wide | Year 1 FFY 2004 | Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005 | Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006 | Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007 | Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008 |
| 52-1 Marin City | Annual Statement | 455,925 | 455,975 | 426,000 | 426,000 |
| 52-2 Venetia Oaks | | | | | |
| 52-3 Homestead Terrace | | 195,075 | 20,000 | | |
| 52-4 Casa Nova, | | | | 35,000 | 35,000 |
| 52-6 Golden Hinde | | | | 35,000 | 35,000 |
| 52-7 Kruger Pines | | | 165,075 | 150,000 | 150,000 |
| PHA-Wide | | 76,550 | 76,550 | 76,550 | 76,550 |
| Elderly/Disabled Wide | | 40,000 | 50,000 | 45,000 | 45,000 |
| Total CFP Funds (Est.) | \$767,550 | \$767,550 | \$767,550 | \$767,550 | \$767,550 |
| Total Replacement Housing Factor Funds | 0 | 0 | 0 | 0 | 0 |

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

| Activities for Year 1 2004 | Activities for Year 2 FFY Grant: 2005 PHA FY: 2005 | | | Activities for Year 3 FFY Grant: 2006 PHA FY: 2006 | | |
|-----------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| | Development Number/Name | Major Work Categories | Estimated Costs | Development Number/Name | Major Work Categories | Estimated Costs |
| See | 52-1 Marin City | Repairs 89/99/409/419 | 230,925 | 52-1 Marin City | Repairs 89/99/409/419 | 341,325 |
| Annual | | Landscape/Irrigation | 5,000 | | Landscape/Irrigation | 5,000 |
| Statement | | Interior/Exterior Painting | 60,000 | | Interior/Exterior Painting | 60,000 |
| | | Temporary relocation | 135,000 | | Temporary relocation | 24,600 |
| | | Repair water distribution system | 5,000 | | Repair water distribution system | 5,000 |
| | | Replace kitchen cabinets in Low-Rise Apts. | 20,000 | | Replace kitchen cabinets in Low-Rise Apts. | 20,000 |
| | Sub-total | | 455,925 | Sub-total | | 455,925 |
| | | | | | | |
| | 52-2 Homestead Terrace | Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting) | 145,075 | 52-3 Homestead Terrace | Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting) | 20,000 |
| | Sub-total | | 195,075 | Sub-total | | 20,000 |
| | | | | 52-7 Kruger Pines | Replace walkway down hill to Tiburon Blvd. | 75,000 |
| | | | | | Improvements to Roadway of N. Knoll Road | 90,075 |
| | Sub-total | | | Sub-total | | 165,075 |
| | PHA-Wide | Administration | 76,550 | PHA-Wide | Administration | 76,550 |
| | | Landscape/Irrigation | 10,000 | | Landscape/Irrigation | 10,000 |
| | | Interior/Exterior Painting | 30,000 | | Interior/Exterior Painting | 30,000 |
| | | | | | A&E Fees | 10,000 |
| | Sub-total | | 116,550 | Sub-total | | 126,550 |

Total CFP Estimated Costs

\$767,550

\$767,550

Ca Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

| Activities for Year 4 FFY Grant: 2007 PHA FY: 2007 | | | Activities for Year 5 FFY Grant: 2008 PHA FY: 2008 | | |
|---------------------------------------------------------------------|--------------------------------------------|-----------------|---------------------------------------------------------------------|--------------------------------------------|-----------------|
| Development Number/Name | Major Work Categories | Estimated Costs | Development Number/Name | Major Work Categories | Estimated Costs |
| 52-1 Marin City | Repairs 89/99/409/419 | 150,000 | 52-1 Marin City | Repairs 89/99/409/419 | 20,000 |
| | Landscape/Irrigation | 5,000 | | Landscape/Irrigation | 5,000 |
| | Interior/Exterior Painting | 60,000 | | Interior/Exterior Painting | 60,000 |
| | Temporary Relocation | 170,000 | | Temporary Relocation | 30,000 |
| | Repair water distribution system | 5,000 | | Repair water distribution system | 95,000 |
| | | | | Replace Furnaces | 20,000 |
| | | | | Repair concrete sidewalks | 16,000 |
| | Repair Concrete sidewalks | 16,000 | | Replace Site Lighting Fixtures | 20,000 |
| | Replace kitchen cabinets in Low-Rise Apts. | 20,000 | | Replace kitchen cabinets in Low-Rise Apts. | 20,000 |
| | | | | Install smoke detectors in all bedrooms | 20,000 |
| | | | | Replace Hot-Water Heaters | 20,000 |
| | | | | Replace Bathroom Vanity Countertops | 100,000 |
| Sub-total | | 426,000 | Sub-total | | 426,000 |
| 52-4 Casa Nova | Repair Tile Roofing | 50,000 | 52-4 Casa Nova | Paint Exteriors | 40,000 |
| | | | Subtotal | | 40,000 |
| | | | 52-6 Golden Hinde | Paint Exteriors | 40,000 |
| Sub-total | | 55,000 | Sub-total | | 40,000 |
| 52-7 Kruger Pines | Make Improvements to N. Knoll Rd | 100,000 | 52-7 Kruger Pines | Make Improvements to N. Knoll Rd | 40,000 |
| | Paint Exteriors | 70,000 | | Repair Fire Sprinklers | 40,000 |
| | | | | Replace Appliances | 60,000 |
| Sub-total | | 170,000 | Sub-total | | 140,000 |
| PHA-Wide | Administration | 76,550 | PHA-Wide | Administration | 76,550 |
| | Landscape/Irrigation | 10,000 | | Landscape/Irrigation | 10,000 |
| | Interior/Exterior Painting | 35,000 | | Interior/Exterior Painting | 35,000 |
| Sub-total | | 121,550 | Sub-total | | 121,550 |

Total CFP Estimated Costs \$767,550

\$767,550

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (Complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan Underway
- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:
- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:
- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)
2. Activity Description
 - ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", Complete the Activity Description table below.)

| Demolition/Disposition Activity Description | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> | |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> | |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) | |
| 5. Number of units affected: | |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development | |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: c. | |

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to Complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, Complete one activity description for each development, unless the PHA is eligible to Complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, Complete the Activity Description table below.

| Designation of Public Housing Activity Description | |
|--------------------------------------------------------------------------------------------|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Designation type: | |
| Occupancy by only the elderly <input type="checkbox"/> | |
| Occupancy by families with disabilities <input type="checkbox"/> | |
| Occupancy by only elderly families and families with disabilities <input type="checkbox"/> | |
| 3. Application status (select one) | |
| Approved; included in the PHA's Designation Plan <input type="checkbox"/> | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> | |
| 5. If approved, will this designation constitute a (select one) | |
| <input type="checkbox"/> New Designation Plan | |
| <input type="checkbox"/> Revision of a previously-approved Designation Plan? | |
| 6. Number of units affected: | |
| 7. Coverage of action (select one) | |
| <input type="checkbox"/> Part of the development | |
| <input type="checkbox"/> Total development | |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to Complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", Complete one activity description for each identified development, unless eligible to Complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", Complete the Activity Description table below.

| Conversion of Public Housing Activity Description | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> Assessment Underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan Underway | |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) | |
| <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) | |
| | |
| B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937 | |
| | |
| C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937 | |
| | |

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to Complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, Complete one activity description for each applicable program/plan, unless eligible to Complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, Complete the Activity Description table below.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a. Development name: 1b. Development (project) number: |
| 2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and Complete questions for each program identified), unless the PHA is eligible to Complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)
- Homeownership is set forth in Section 5 and on file with HUD as submitted with FY 2002 plan and available in the Marin Housing Main office.

2. Program Description:

Section 8 Homeownership Program included in the Administrative Plan and approved by HUD

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to Complete this component. Section 8-Only PHAs are not required to Complete sub-component C.

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of how they plan to address the Community Service Requirement. On November 14, 2000, the Housing Authority Board of Commissioners adopted the Community Service portion of Marin Housing's Occupancy Policy for Public Housing.

In August 2003, reinstated the community service requirement. Notice has been sent to residents. A meeting with the RAB was held as well as a meeting with the residents at the family project in October, 2003. This requirement is effective beginning October 1, 2003.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/26/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☒ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", Complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|--------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/ random selection / specific criteria / other) | Access (development office / PHA main office / other provider name) | Eligibility (Public Housing or Section 8 participants or both) |
| Computer Training Center | 40 month | Special Criteria | W.H.A.P. (on site) | Public Housing |
| Fatherhood Collaborative | 10 | Special Criteria | FFS – on site | Public Housing |
| R.O.S.S. (Anticipated Grant for FY 2003) | 250 | Special Criteria | Project offices on site of five Senior/Disabled Complexes and Family Project located in Marin City | Public Housing |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---------------------------------------------|----------------------------------------------------------------|---------------------------------------------------|
| Program | Required Number of Participants (start of FY 2004 Estimate) | Actual Number of Participants (As of: 6/30/03) |
| Public Housing | None | 40 |
| Section 8 | 47 | 130 |

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

Which developments are most affected? (list below)

B.

Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

3. Which developments are most affected? (list below)
Marin City Public Housing

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
Marin City Public Housing

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? HUD has discontinued this program.
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2004 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The MHA Public Housing Pet Policy and lease addendum were revised in 2002 to reflect additional reasonable accommodation language. These have been submitted and approved by HUD. See Chapter 9, Pet Policy, Public Housing Admissions and Continued Occupancy Policy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to Complete this component. High performing and small PHAs are not required to Complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are:
(if comments were received, the PHA MUST select one)
 - ☒ Attached at Attachment (File name) *RESIDENT COMMENTS, page -----*
 - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
 - ☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:

Changes are identified in the Attachment entitled Resident Comments

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)
- c. Eligible voters: (select all that apply)
- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

The MHA has two resident commissioners who are appointed to the Board by the County Board of Supervisors through a public selection process

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: County of Marin
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Shelter Plus Care program, the HOPWA program, the Rehabilitation program, transition from the Drug Elimination Program, and the Continuum of Care participation

- ☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The jurisdiction provides funding for the Rehabilitation Loan program, they are partners in the Continuum of Care process, they have provided financial assistance in funding certain capital improvements in public housing, they provide funding for the Shelter Plus Care, Rental Deposit Guarantee and HOPWA programs as well as law enforcement support for drug and criminal activities in Marin City.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

None

Component 3, (6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is Complete. If yes, continue to the next question.
- b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is Complete.

If yes, list these developments as follows: Not applicable.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

DECONCENTRATION

The Quality Housing and Work Responsibility Act of 1998 requires that a housing authority set forth in its Annual Plan a description of its admissions and other policies designed to provide for deconcentration of poverty and income mixing in identified projects where deconcentration has been determined to be necessary.

DECONCENTRATION POLICY

Section 8 Housing Choice Voucher Program

The MHA's policy is designed to provide maximum flexibility to assist families in making their housing choices regardless of race or income within qualifying income ranges.

The Section 8 Voucher program requires that 75% of all new participants receiving a certificate have incomes that do not exceed 30% of the areas median income. Families whose income does not exceed 30% of area median income will be referred to as "extremely low income families". MHA will monitor its admissions to ensure that the 75% requirement is met.

To increase housing choices of Section 8 participants, the MHA will inform all recipients of the full range of areas where they may seek housing; including those outside of poverty or minority concentrated areas. MHA will provide maps that show various areas with housing opportunities outside of areas of poverty or minority concentrations. With the assistance of our Housing Assistline staff, MHA will provide up-to-date information on affordable apartments and houses available in the County. These will include those located outside of poverty or minority concentrated areas.

MHA's Landlord Liaison Officer will encourage owners of units located outside areas of poverty or minority concentrations to participate in the Section 8 Housing Voucher Program.

MHA will analyze whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentrations. An annual analysis of MHA's participant base will be undertaken to determine if half or more of all Section 8 families with children assisted by MHA are residing in *low* poverty census tracts and/or if the families that moved during the year into areas that are not considered low poverty is at least 2% higher than during the last fiscal year. Areas designated as having *high* poverty or minority concentrations are determined annually by a HUD survey. In Marin, there are currently three census tracts so designated as poverty-impacted: East San Rafael, downtown San Rafael, and Marin City.

Public Housing Program

Marin Housing has only one complex that is classified as a General Occupancy complex; therefore, MHA is exempt from the Quality Housing and Work Responsibility Act of 1998 that requires deconcentration of poverty in public housing projects. With respect to income targeting, MHA will monitor its admissions to ensure that at least 40% of families admitted to public housing each year shall have incomes that do not exceed 30% of area median ("extremely low income families").

MHA's policies are designed to provide maximum flexibility to its clients by providing them with the maximum number of housing choices regardless of race or income within qualifying income ranges.

Gross annual income is used to for income limits at admission and for income-mixing purposes. MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in MHA's deconcentration efforts. In general, MHA's deconcentration policy emphasizes working with *current* residents to improve their incomes and become self-sufficient, thereby contributing to a broader income mix in the public housing community.

MHA will:

1. do outreach to potential applicants who are underrepresented households,
2. grant transfers, in accordance with MHA's transfer policy, found in Chapter 11 of the Occupancy Policy, between projects and programs to provide flexible housing options and further deconcentration goals.
3. inform applicants of the advantages available for working families, such as flat rents, the disallowance of earned income in certain circumstances, and the option of maintaining individual savings accounts (Determination of Total Tenant Payment, Chapter 7, Occupancy Policy).
4. encourage a broader range of incomes by implementing incentives for working families, as described in Chapter 7 of the Occupancy Policy.

COMMUNITY SERVICE

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities establish a Community Service Program. This section discusses how Marin Housing will comply with the community service requirement for its public housing. MHA's policies for Community Service are found in Chapter 17 of the Public Housing Low Rent Occupancy Policy.

A. GENERAL STATEMENT

All public housing residents who do not qualify for an exempt status must perform 8 hours of community service each month within the community in which the public housing project is located. This requirement is mandated by HUD and is incorporated into the public housing lease that each adult household member signs. The re-instituted community service requirement was effective October 1, 2003.

B. DEFINITION OF COMMUNITY SERVICE

Community Service – is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Each non-exempt adult resident must contribute eight (8) hours of community service each month in the community in which the resident's public housing project is located, or participate in an economic self-sufficiency program for 8 hours each month, or combine the performance of community service and an economic self-sufficiency program for a total of 8 hours per month.

C. GENERAL REQUIREMENTS

Service requirements. Except for any family member who is an exempt individual, each adult resident of public housing must:

- Contribute 8 hours per month of community service; or

- Participate in an economic self-sufficiency program for 8 hours per month, or
- Perform 8 hours per month of combined activities.

D. EXEMPT ADULTS

Exempt adults are those individuals who are:

- 62 years of age or older, or
- disabled and unable to perform any type of community service which must be done, or
- engaged in work activities, or
- a student who is 18 years old, a senior in high school, and will graduate by their 19th birthday, or
- engaged in a full time educational program that is designed to assist the family member in securing employment at the end of the program, or
- participating in a welfare-to-work program, as verified by the welfare agency, or receiving assistance from, and are in compliance with, a state program funded under part A, Title IV of the Social Security Act.

E. PROGRAM REQUIREMENTS

1. Marin Housing must provide a notice to all residents of their rights and obligations under the community service requirement. This notice shall include a description of the service requirement, who is exempt, and how the exemption is verified. When a family member requests an exempt status, MHA will notify the family of its determination of who must perform community service hours and which member of the family has an exempt status, following receipt of the appropriate verifications. ***(See Notice at end of this section)***
2. Marin Housing will verify the status of all adult members of the household on an annual basis. MHA can change a resident's exemption status during the year, upon receipt of written verification of a change in circumstances.
3. MHA will maintain a list of the agencies that are willing to work with the residents under the community service program and will distribute that list to all eligible residents.
4. The resident will be responsible for securing a volunteer placement with an acceptable agency and notifying MHA of that placement.
5. MHA will make reasonable accommodations for disabled residents.
6. The community service must be a volunteer service at the MHA or MHA-authorized non-profit agencies.
7. The program manager of the Marin City family public housing complex shall organize and administer the community service program.

8. MHA shall monitor the appropriateness of the service and the resident's participation.
9. MHA must review family compliance with the service requirements annually and shall obtain verification of family compliance from a third party at the volunteer agency.
10. MHA shall insure that the conditions under which the residents work are not hazardous,
11. In implementing the service requirement MHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by MHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

F. NON-COMPLIANCE

The lease shall specify that it shall be renewed automatically unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term. Non-compliance will not be grounds for termination of the lease during the course of the twelve-month lease. Should a family member fail to comply with the community service requirement, the following actions will be taken:

1. MHA will notice the tenant of the non-compliance, describe the non-compliance, and state that MHA may not renew the lease;
2. MHA will notify the head of the household of the non-compliance of a household member and indicate that the tenancy of the entire family could be terminated. It is the obligation of the head of household to ensure that the community service requirement is met by all eligible adults that reside in the unit;
3. The non-compliant adult may, at the discretion of MHA, enter into an agreement with MHA to cure the noncompliance;
4. Both the non-compliant adult household member and the head of household must sign the non-compliance and cure agreement;
5. The non-compliance must be cured by making up all needed hours within 12 months. The agreement requires an additional 8 hours of community service per month and does not eliminate the ongoing 8 hours community service requirement;
6. If the non-compliant family member is not in the household, the family must provide written assurance, satisfactory to MHA, that the continuing non-compliant adult is no longer a part of the household; the non-compliant adult may not return to the household within a 12 month period, unless the family signs a non-compliance and cure agreement that insures that the non-compliant family member makes up the community service hours within 12 months after rejoining the family;

7. The non-compliant family is entitled to a grievance under MHA's grievance procedures;
8. If the resident fails to complete the community service hours as specified in the agreement the Program Manager will serve the family with a 30-Day Notice to Quit and proceed to evict the family.

2003

NOTICE

COMMUNITY SERVICE

HUD has reinstated the community service requirement for certain low rent public housing residents. This requirement is effective October 1, 2003. Outlined below are the requirements and responsibilities of the residents to perform community service.

In 1998 the Quality Housing and Work Responsibility Act set forth a requirement that housing authorities establish a Community Service Program. Community Service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

SERVICE REQUIREMENT:

Service requirements. Except for any family member who is an exempt individual, each adult resident of public housing must:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program for 8 hours per month, or
- Perform 8 hours per month of combined activities.

WHO IS EXEMPT?

Exempt adults are those individuals who are:

- 62 years of age or older, or
- disabled and unable to perform any type of community service which must be done, or
- engaged in work activities, or
- a student who is 18 years old, a senior in high school, and will graduate by their 19th birthday, or
- engaged in a full time educational program that is designed to assist the family member in securing employment at the end of the program, or
- participating in a welfare-to-work program, as verified by the welfare agency, or receiving assistance from, and are in compliance with, a state program funded under part A, Title IV of the Social Security Act.

Marin Housing will verify the status of all adult members of the household on an annual basis. MHA can change a resident's exemption status during the year, upon receipt of written verification of a change in circumstances.

WHAT HAPPENS IF THE FAMILY DOES NOT PERFORM THE COMMUNITY SERVICE?

MHA will monitor the requirement and will notify the head of the household of the non-compliance of a household member. It is the obligation of the head of household to ensure that all eligible adults that reside in the unit meet the community service requirement. The non-compliant adult may, at the discretion of MHA, enter into an agreement with MHA to cure the noncompliance, by making up all needed hours within 12 months.

SECTION 8 HOME OWNERSHIP ASSISTANCE PROGRAM

The Home Ownership assistance program will open opportunities for some Section 8 voucher recipients to purchase a home using Section 8 housing assistance payments. Prior to the finalization of this policy, MHA staff met with Fannie Mae and various lenders in the county to formulate a program that would work in Marin County. Fannie Mae has developed a new lending program that is directed at Homeownership and two lending agencies in Marin County will work with MHA to establish this program. Even though it is anticipated that only a small number of participants will be able to utilize this program, it may be the only way that these Marin County residents will be able to own a home. This final policy was reviewed by the RAB Committee and approved by the MHA Board.

This year two MHA Section 8 Voucher participants were able to purchase a home under the Section 8 Homeownership Program. Currently staff is working with several lenders who are willing to participate in the program. It is expected that we will have agreements in place with these lending agency by year end. Several families have applied for the program and are in the process of going through the new ownership counseling program and securing funding in order to purchase a home.

1. Maximize Affordable Housing Options

| | |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fully Utilize Section 8 Voucher and Public Housing Programs | <p>The Section 8 Housing Voucher Choice Program is at 110% lease-up; public housing, at 6/30/03, had a 3% vacancy rate.</p> |
| <i>Preserve Existing Affordable Housing Stock</i> | <p>100% of Section 8 units were inspected to meet quality standards.</p> <p>Marin City Concrete Work – Repairs at all 4 buildings were completed, residents were relocated back, and vacancies filled.</p> <p>\$173,600 in CDBG funding was secured for the 2003-2004. Residential Rehabilitation Program. 21 Loans made, totaling \$378,000 in FY2002-2003.</p> |
| Prevent Homelessness | <p>MHA provided loans and security deposit guarantees to 178 families through the Rental Deposit Guarantee Program. (1/01/01-6/30/01) Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 62 elderly and disabled households. 89 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>Section 8 housing assistance was provided to 71 new households from 7/1/02 to 6/30/03. 98 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>Secured stated funding to provide supportive services to 300 tenants who will receive case management services.</p> |
| Promote Homeownership Opportunities | <p>Maintained portfolio of 304 Below Market Rate homes; 6 new first-time homebuyers were added 7/1/02 to 6/30/03.</p> <p>Provided technical assistance to 5 developers regarding affordable ownership housing.</p> <p>The Section 8 Homeownership Program's now consists on one client who has completed the loan process and is now living in there own home.</p> <p>\$2,446,470 tax-exempt bond allocation was received from CDLAC in July of 2002.</p> <p>7 MCCs were issued to first-time homebuyers in conjunction with home purchase, representing \$192,900 in tax credits and \$1.1 million in mortgage loans.</p> |
| Increase Access to Housing Opportunities by Increasing Tenant Incomes | <p>The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 44 Marin City Public Housing residents and 127 Section 8 participants.</p> <p>23 new families started escrow accounts bring the total to 79 accounts</p> |

| | |
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| | as of 7/01/02. |
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2. Enhance Services to Clients

Demystify Services Through Enhanced Communication

The Housing Assistline responded to 1980 calls and inquiries.

Because of the suddenly soft rental market, Section 8 was over leased by 157 vouchers; therefore no new vouchers have been issued from the period of 7/1/02 to 6/30/03. There has been one welfare-to-work briefing for 10 new voucher holders.

Six newsletters that provided program updates, information on new housing laws, interesting facts, and program successes were distributed to Section 8 owners.

All Marin County local jurisdictions received a report on the housing services provided by Marin Housing in their respective jurisdictions.

MHA has had 12 meetings with Marin City residents on maintenance and operations that affect the residents. There have also been 2 meetings with the MCRMC, 3 meetings about the progress and future of the Family Self-Sufficiency Program, and HAT Team services, and 2 meetings of the Drug Elimination Committee.

There have been two County-wide Senior/Disabled meetings through 6/30/03 that have provided residents with opportunity to discuss capital improvements, safety and security issues, maintenance issues and condition of the premises. A third meeting is planned for late fall.

Each of the 5 senior/disabled complexes have monthly office hours.

Implement, Monitor and Improve Client Feedback

Six surveys to obtain client feedback were implemented: Marin City maintenance service; home rehab construction; new Section 8 landlords; Senior/Disabled Projects; FSS participants; and Shelter Plus Care Participants.

MHA meets monthly with the MCRMC/residents for informational exchange.

PHDEP and HUD Resident Satisfaction Surveys were completed on schedule.

MHA's central office and the Marin City Public Housing project have client suggestion boxes.

3. Continue to Build Collaborations

| | |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector</i></p> | <p>With the engagement of the Housing Strategist funded by the County and MCF, MHA and the County Departments of Health & Human Services and Community Development have established an ongoing working relationship to develop an affordable housing strategy in Marin. During this period, the positions were transferred to the County Community of Marin Development Agency.</p> <p>MHA and the County Department of H&HS have together secured funding for 10 CalWorks families. All 10 families have found housing.</p> <p>The Public Housing Drug Elimination Program (PHDEP) was concluded as of 3/31/03. Ongoing police presence and other services continue at a reduced level.</p> <p>MHA senior staff attend and play a leadership role in the Marin Continuum of Housing & Services meetings.</p> |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Streamline Procedures

| | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Streamline External Procedures</p> | <p>Marin Housing is exploring ways to utilize the current technology to enhance the efficiency of the agencies operations. In house information exchange will be through the computer. Information from HUD and other organizations will be gathered from the internet and make available to staff on the computer. All employees with computers will have internal e-mail and the agency continues to explore the uses of computer technology to communicate with and transmit contract and amendment changes with owners and landlords</p> |
| <p>Streamline Internal Procedures and Systems</p> | <p>Public Housing Occupancy Policies are being reviewed for compliance, and a new revision will be completed by 12/31/03. The waiting list processing and priority system was modified. Performance standards are being reviewed and modified. Procedures are being reviewed, modified and documented.</p> |

RESIDENT COMMENTS

Resident Membership of the PHA Governing Board

The Board of Commissioners of the Housing Authority of the County of Marin includes two residents of public housing – Jozette Justice of Marin City and Robert Gallimore of Golden Hinde public housing. The Marin County Board of Supervisors, pursuant to a public selection process, selects these members.

Membership of the Resident Advisory Board

The Resident Advisory Board consists of six Section 8 participants and five public housing residents. The current constituency includes the following:

| | | | |
|------------------|----------------|---------------------|-----------|
| Gracie Stover | Public Housing | Marc Adams | Section 8 |
| Robert Gallimore | Public Housing | Allison Clark | Section 8 |
| Jozette Justice | Public Housing | Sandra Schartzer | Section 8 |
| Royce McLemore | Public Housing | Sommer Hart | Section 8 |
| Anne Taylor | Public Housing | Jacqueline Mallegni | Section 8 |
| | | In Hui Lee | Section 8 |

Resident Comments

Marin Housing Authority engaged in an extensive process of seeking resident and public comments on our Agency Plan. The Resident Advisory Board held four meetings to discuss and comment on the Plan, including the Goals and Strategies. Staff who met with residents of Marin City Public Housing for their input on the Agency Plan and Capital Fund proposed section. There were several clarification and editing comments made in addition to the comments below.

CAPITAL FUND PROGRAM

Comment: *Will the delay in receipt of the funds for year 2003 continue through 2004 and what is the impact on the capital grant program?*

There is no way to tell at this time. We will proceed under the assumption that funds will be forthcoming.

Comment: *When will capital fund money we allocated to repair and improve the irrigation system around building 69 and 79 Cole and when will improvement to the entire irrigation, system such as adding timers and making sure all systems was connected and working, be done.*

79 Cole is to be repaired by the contractor that did the concrete work. We will evaluate the irrigation needs of the other building and if possible and necessary incorporate it into the 2005 budget.

Comment: *What is the management improvement money being used for?*

To improve the procurement system including setting up procedures that will streamline the system and insure adequate supplies for necessary maintenance work.

Comment: When will the water heater doors be replaced at Golden Hinde?

This work is scheduled to be done in 2003.

Comment: When will the lights at Golden Hinde be repaired or replaced?

This work will be done by a contractor and must be sent out to bid. It is expected to begin in 2004,

Comment: Would it be more cost effective to tear down Marin City and build new housing units?

This has been analyzed and at this point in time it is not more cost effective.

Comment: Residents commented that the 300 parking lot was badly in need of being repaved.

The 300 Drake and 30 Cole Parking Lots have been added to the list of lots that need repaving.

Comment: The high-rise buildings need to be repainted.

They are going to be power washed but will not be painted at this time.

Comments: The patios need to be repaired.

As Capital Funds become available patios will be repaired.

Comments: The tables in the courtyards are in various stages of deterioration and may become a health hazard.

This issue will be referred to the Facilities Manager and our Capital Fund contractor for evaluation.

COMMUNITY SERVICE REQUIREMENT

Comment: We understand that this program was reinstated by federal mandate. How is Marin Housing going to monitor the community service requirement?

This is a major problem with this requirement, as the federal government has not provided extra funding for its implementation. However, Marin Housing has established a process that will include self-monitoring and reporting by the residents and a review and monitoring by Marin Housing staff at each annual reexamination.

Comment: Will Marin Housing allow residents to comply with this requirement by working for Marin Housing?

HUD has determined that tenants may not complete their required volunteer hours by working with the housing authorities.

Comment: Will the disabled and elderly population be required to do community service?

Elderly residents are exempt. Most of the disabled residents have provided documentation that exempts them from this requirement. It is not expected that many if any of the disabled residents will be required to do community service.

Comment: Will MHA maintain a list of places where residents can do the community service hours?

To the extent possible a list will be maintained. Computer sites where agencies are asking for volunteers will be maintained and distributed to residents.

SECTION 8 HOMEOWNERSHIP ASSISTANCE PROGRAM

Comment: Marin Housing is to be congratulated on being able to complete the process and have its first successful Section 8 participant purchase a home under this program.

This is a joint effort between staff and the lending institutions that have developed special funding packages for the homeownership program.

Comment: Can MHA increase the number of Voucher's that are allocated to the Homeownership assistance program from two a year?

To the extent possible MHA will allow up to five qualified Section 8 Voucher participants to purchase a home under the homeownership program.

Comment: Will residents of public housing be eligible for the Section 8 Homeownership Program?

MHA has included in the policy a way for Family Self-Sufficiency participants in Marin City Public Housing to qualify for the Section 8 Homeownership program.

Comment: How does a person qualify for the program?

The participant or resident must have been on the program for one year, they must be a participant or resident in good standing, have the ability to pay one percent of the required down payment out of their funds and be able to qualify for a loan.

VOLUNTARY CONVERSION INITIAL ASSESSMENT

Comment: We understand that following an evaluation of this option it was concluded that conversion of Marin City public housing to a Section 8 tenant-based program is not an option.

Copies of the report, which were included in the 2003 Agency Plan, were distributed to the RAB committee and discussed.

AGENCY GOALS

Comment: It is important to get feedback on agency services. Can MHA do surveys to get this information?

MHA is planning several types of surveys to assess services and client satisfaction. The areas that will be looked at are after annual recertification, maintenance services, social service programs and drop in services.

Comment: MHA has not updated the Low Rent Occupancy Policy recently. Because of the new policies and regulations from HUD should this update be done ASAP?

MHA will update both the Low Rent Occupancy Policy and the Section 8 Administrative Plan by April 2004.

PET POLICY

Comment: Are service or assistance animals protected under the policy?

Service animals are not considered "pets" and are already exempt from the restrictions on where a "pet" may go within the complex. Service animals may go anywhere on the property as long as they are accompanied by the resident or a family member.

WAITING LIST POLICY

Comment: Is there any idea when the Section 8 waiting list will be open again?

Based on the reduced funding for additional Vouchers and the fact that Marin Housing submitted three applications for additional funding in 2002 and only received 10 Welfare to Work vouchers, the waiting list will not open in 2003 and perhaps not until mid-2004. No one who applied in 2001 has received a voucher. Because no additional vouchers were allocated to Marin Housing and because Marin Housing is over leased, we do not anticipate any movement on the waiting list in 2003.

PROPOSED LEGISLATION TO BLOCK GRANT SECTION 8 PROGRAM TO THE STATES

Comment: As a committee, is it possible to write letters to our Congressional representatives to express opposition to this proposal?

Yes. In addition to letters from the Board of Supervisors and the Executive Director, letters were prepared and signed by the members of the Resident Advisory Board and distributed to our state and federal representatives. Our Senators, our Congresswoman, and our Governor are all on the record opposing the Section 8 Block Grant proposed legislation.

SOCIAL SERVICE PROGRAMS

Comment: Is possible for the social service staff to set up recreation activities for the elderly population?

Yes, of course. The current grant funds are for wrap-around services that include health care, referral services for job training, substance abuse rehabilitation and case management. In addition, monthly coffee hours are set up at each complex, plans are in the works for a Fall Festival for all public housing residents and a trip to the movies is planned. Activities will be arranged as staff resources permit in response to the desires and needs of residents.

Comment: Can the social service staff establish a welcome committee for new residents?

The HAT Team does make an effort to welcome new residents and offer their services. In Marin City, we have been discussing with tenants a system to ensure that neighbors greet new residents.

GRIEVANCES

Comment: How are the tenant representatives on the grievance panel determined and can the process be modified?

The tenant organization appoints a representative and an alternate. The residents sending application to the organization and the officers making an appointment accomplish this. It is our understanding that the Marin City Resident Management Corporation will be reviewing its appointment to the Panel in August 2003.

Comment: How often are the appointments made?

The current recommended term is two years; however, the tenant organization is free to make this determination.

Comment: Does the Section 8 administrative grievance process differ from that in public housing?

Yes. Section 8 has a single hearing officer in its administrative appeal process whereas public housing has a panel of three officers. Section 8 has only one hearing, whereas a public housing resident, pursuant to the dwelling lease, has the right to an informal conference and a formal administrative hearing before the panel.